

MISSISSIPPI AIR NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Air Active Guard/Reserve (AGR)

(Statewide)

OPENING DATE: 26 August 2013 **ANNOUNCEMENT NO:** 13-0801
CLOSING DATE: 9 September 2013 **POSITION TITLE:** Services Craftsman

MINIMUM GRADE: SSgt/E5 **MAXIMUM GRADE:** MSgt/E7
LOCATION OF POSITION: 172 AW, Flowood, MS
MILITARY ASSIGNMENT REQUIREMENT: Enlisted
REQUIRED AFSC: 3M0X1 Required ASVAB score General : 24

GENERAL:

The purpose of the position is to evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions. The incumbent serves as a primary point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned Geographically Separated Units (GSU).

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions, activities, and events. Performs evaluation of unit manning document (UMD) and flight force structure to ensure personnel resources are identified, recruited, filled, retained, and employed. Provides technical guidance and recommendations regarding program operations and effectiveness to squadron commander on a daily basis. Compiles, evaluates, and briefs readiness, training, and operations tempo information to include limiting factors. Helps manage the base Subsistence and Food Services Programs. Plans requirements for unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Orders, receives, inspects, and stores subsistence items. Reviews and approves subsistence requisitions, ensures accomplishment of required documentation, and compliance with USAF/ANG standards. Accomplishes walk-through inspection of food operations to include equipment operability, facility cleanliness, menu accuracy, plus fire, safety, and sanitation compliance. Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. Manages the base Lodging Program. Develops, publishes, and briefs lodging policies, guidelines, and requirements for wing and GSUs. Manages Blanket Purchase Agreements (BPA) with host base lodging and contract hotels for UTA/AT attendance, hosted conferences, and other unit-sponsored events. Maintains the on-line Prime Readiness in Base Services (RIBS) Manager's guide to document program continuity. Formulates, drafts, publishes, updates, and employs plans, policies, and operating instructions for Prime RIBS administration to improve or sustain operational efficiency. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to:

Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to:

Military Department, State of Mississippi, Attn: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on the closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.